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WAR FOOD ADMINISTRATION Food Distribution Administration Washington 25, D. C.

DRIED, LIQUID AND FROZEN EGG MEMORANDUN

CURRENT SESSAL RECORD

NO. 11

JAN 1 7 1944

To:

Supervisors and Residert Egg Breaking COULTURE

From:

Henry G. F. Hamann, Chief, Inspection and Grading Division, Dairy and Poultry Branch

Subject: Instructions to Resident Dried Egg Supervisors and Resident Egg Breaking Supervisors

- 1. This memorandum supersedes all previous dried egg and frozen egg memoranda. This memorandum covers mainly methods of operation and how to prepare reports.
- 11. Resident Dried Egg Supervisors and Resident Egg Breaking Supervisors must be thoroughly familiar with the provisions of this memorandum, with the minimum requirements for facilities, operating procedures and sanitation, and with appropriate announcements.
- 111. Time Temperature Sanitation Selection of raw material are the factors which must be watched.
 - 1. Shell eggs must be precooled (See Page 6, Paragraph B, Requirements for Facilities, Operating Procedures and Sanitation)
 - 2. Shell eggs must be candled (See Page 7, Paragraph E. Requirements for Facilities, Operating Procedures and Sanitation)
 - 3. Sanitation in breaking room must be maintained. (See Page 8, Paragraphs F and G, Requirements for Facilities, etc.)
 - 4. Inedible eggs in breaking room must be discarded. (See Page 8, Paragraph F, Requirements for Facilities, etc.)
 - 5. Packaged liquid eggs must be frozen within 72 hours. (See Page 6, Paragraph C, Requirements for Facilities, etc.)
 - 6. Liquid eggs must be cooled to 45 degrees F. (See Page 6, Paragraph B, Requirements for Facilities, etc.)
 - 7. Powder must be cooled to 85 degrees F. before packaging. (See Page 11, Paragraph 1, Requirements for Facilities, etc.)

17. Resident Supervisor shall:

1. Check the proper selection of raw material, shell, liquid, and frozen eggs. WHEN FROZEN EGGS ARE USED, IDENTIFY ALL LOTS AS HAVING BEEN PRODUCED UNDER U.S.D.A. SUPERVISION.

MO CONTAINER OF FROZEN EGGS MAY BE DRIED WAICH IS NOT PROPERLY IDENTIFIED AND COVERED BY A REPORT. THE FROZEN EGG PRODUCTION REPORTS COVERING EGGS DRIED SHOULD BE HELD IN THE RESIDENT SUPERVISOR'S FILE AFTER PRODUCT HAS BEEN DRIED.

Check the disposition of no grade and inedible product which shall include the following:

- a. Rotten shell eggs shall be denatured and removed from the premises daily. (See Page 7 Paragraph 11.a, Requirements for Facilities, etc.)
- b. Egg shells shall be removed from the breaking room at regular intervals or continuously.
- c. Inedible liquid shall be placed in an identified container, containing a denaturent. (See Page 8, Paragraph F. V. Requirements for Facilities, etc.)
- d. Sub-standard edible liquid, if any, shall be properly identified by the firm. (See Page 6, Paragraph C. ll. Requirements for Facilities, etc.)
- e. Below grade powder which includes screenings, badly burnt and dirty powder, and any other powder which is obviously below grade shall be placed under seal at the end of each day's production and a record kept of seals used.
- f. No duck, geese, guinea, turkey eggs shall be used. (See Page 7, Paragraph E, Requirements for Facilities, etc.).
- 2. Report to your immediate supervisor direct and promptly, the discovery of any and all suspected inedible frozen eggs unless such eggs are destroyed.
- 3. Observe and report the adequacy and rapidity of uniform blending of collector powder.
- 4. Check the container liners (whenever new supplies are received) as to meeting specifications (submit to laboratory if in question) and to see that they are properly placed in barrels and sealed.
- 5. Keep stamps and seals under lock when not in use.
- 6. Check the bracing on each car or truckload of dried eggs shipped.
- V. The Technical Staff of the Poultry Products Division is responsible for the physical plant, equipment and operating procedures. The Inspection Staff of the Inspection and Grading Division is responsible for observing the class and quality of raw material; operating practices; compliance with contract provisions; selection, preparation and shipping of official samples; testing weights; and reporting failure of contractors to comply with Standards for Operations or the provisions of the pertinent Purchase Announcement.

- V1. The Resident Dried Egg Supervisor or Resident Egg Breaking Supervisor shall record on his daily report, any departure or deviation from the provisions of the requirements for operation and sanitation. He shall report verbally to the plant manager or person designated by him, any failure to comply with the provisions of the requirements for operations and sanitation, and shall request such individual to sign his daily report. When the plant management fails to take the necessary steps to correct improper operating conditions within a reasonable period of time** the Resident Dried Egg Supervisor or Resident Egg Breaking Supervisor shall prepare a written report in detail, setting forth the unsatisfactory operations and stating the length of time during which the contractor has failed to correct the operating conditions. One copy of this report shall be forwarded to:
 - (1) Regional Supervisor (Original and 1 copy)
 - (2) State Supervisor
 - (3) Plant Management
 - (4) Retain for nown file (to be signed by plant management)

If such conditions are serious, the Resident Dried Egg Supervisor or Resident Egg Breaking Supervisor shall telephone or telegraph collect their immediate Supervisor or to the Regional Supervisor for further instructions.

- V11. Questions arising on plant, equipment, or operating practices not covered in the Standards for plant and operations, are to be submitted in writing, either to Immediate Supervisor, Regional Supervisor or to the Washington office in order named, for ruling prior to giving advice or information to plant management. Supervisors, Breaking Room Supervisors or Resident Supervisors may not deviate from these instructions or the sanitary standards without approval from the Chief, of Grading and Inspection Division.
- Vill Preparation of "Resident Sampler or Resident Supervisor's Dairy Report of plant Operations" (Form FDA-388 or DPB-33).
 - 1. Information shall be shown on all items pertaining to the plant wherein the Supervisor is stationed.
 - ** Reasonable length of time as it refers to the proper candling and segregating of eggs and rejection of inedible liquid in the breaking room is one hour. Sound judgement should be used when errors are made by new employees. If conditions are not remedied in prescribed length of time, dried product shall not be sampled without special permission of the Regional Supervisor. If liquid egg is to be frozen, containers shall not be marked with U.S.D.A. lot number or if already marked, such marks must be removed from containers.

- 2. Items 1 to 7 inclusive shall be marked "Satisfactory" or "Unsatisfactory" in the manner shown at top of report.

 WHEN ONE OR MORE ITEMS ARE SHOWN AS "UNSATISFACTORY" THE SUPERVISOR SHALL PROVIDE'A DETAILED EXPLANATION OF THE UNSATISFACTORY CONDITION ON THE REVERSE SIDE OF THIS REPORT TOGETHER WITH THE CORRECTIVE MEASURES TAKEN, OR WITH A STATEMENT AS TO THE MEANS TO BE TAKEN TO CORRECT THE UNSATISFACTORY CONDITIONS.
- Report on effectiveness of egg candling shall be based on observations made not less than 4 times daily. Each time not less than 100 eggs, taken from two or more candlers, shall be examined. Number of inedible eggs and number of dirty eggs shall be reported per each 50 eggs examined. Candlers' identification shall be given when possible. Type or kind of inedible eggs shall be reported under remarks or on reverse side of report.
 - 4. Temperatures shall be taken not less than 4 times daily during the time the supervisor is on duty.
 - A. In egg drying plants temperatures shall be taken and reported on each of the following operating processes:
 - (a) Egg Liquid at time of breaking (to be taken from liquid egg buckets).
 - (b) Egg liquid 30 minutes after time of breaking (to be taken from breaking room or holding room vat).
 - (c) Egg liquid 6 hours after breaking (to be taken from holding room vat).
 - (d) Egg powder 1 hour after being unloaded from dryer, whether packaged or not.
 - (e) Exhaust temperature of dryer shall be listed.
 - (f) Tempering room wherein frozen eggs are placed for partial defrosting. (Length of time frozen eggs remain in tempering room shall be reported).
 - (g) Egg liquid coming from pre-heater in plants where a pre-heater is in use.
 - (h) When liquid eggs are delivered to a drying plant not on the premises where broken, temperatures shall be recorded of liquid eggs at the time it is delivered to the drying plant, (Egg liquid is required to be cooled and held at 40°F. or below if held more than 6 hours after breaking).

- B. In egg breaking plants temperatures shall be taken and reported on each of the following operating processes:
 - (a) Egg liquid at time of breaking (to be taken from liquid egg buckets).
 - (b) Egg liquid at time it is drawn from churn.
 - (c) Egg liquid 30 minutes after time of breaking.
 - (d) Temperature of egg greezing room (last temperature recorded each day to be taken when final packages of liquid eggs have been placed in freezer; first temperature recorded each day to be taken prior to placing any freshly broken liquid eggs in freezer).
 - (e) When liquid eggs are not packaged, dried, or frozen on the premises where broken, temperatures shall be recorded of egg liquid at time of shipment. (Egg liquid is required to be cooled to 40 degrees F. or below if it is to be held for more than 6 hours after breaking).
 - (f) When liquid eggs are delivered to a packaging plant not on the premises where broken, temperatures shall be recorded of egg liquid at time packaging starts, and also when packaging is completed.

(Note: Freezer temperatures shall be recorded as provided in section "d").

- 5. In plants where liquid eggs are frozen, a number of packages of frozen eggs which have been in the freezer for 72 hours shall be examined each day by drilling to determine condition, or by use of a sharp pointed rod to ascertain that product is solidly frozen.
- 6. Three copies of "Resident samplers or Resident Supervisors Dairy Report of plant Operations" are to be prepared and distributed as follows:
 - (a) Original to Regional Supervisor (weekly).
 - (b) One copy to State Supervisor (daily).
 - (c) One copy for own file.

An additional copy may be prepared for the contractor on request.

- 1X Sampling procedure and preparation of "Sampling and Test Weight Report of Dried Eggs".
 - 1. Sampling Procedure
 - A. Sampler shall personally select the bulk packages from which samples are to be drawn. No established routine should be made.
 - B. Samples shall be drawn from each 4,000 pounds or fraction thereof, which is offered for delivery.
 - C. Samples: shall be drawn from five bulk packages (barrels, 100-pound boxes, or 56-pound packages) selected from each 4,000 pounds or fraction thereof and composite made therefrom (See D). If less than 5 packages are available, samples shall be drawn from each package.

D. Sample packages shall be opened and a plug of dried egg powder drawn from each package and shall be placed in a clean sterile pan. (Only one plug need be drawn from one of the 14-pound packages in a 56-pound shipping container). Dried egg powder shall be examined for uniformity of color, texture, odor and flavor when plug is drawn. Sample plugs are to be mixed in the sterile pan and a composite made therefrom in a sanitary manner.

Official samples shall be prepared from the mixed product.

- (a) Composite sample shall be placed in a sampling bag.

 The bag shall be filled to a point even with the words

 "official sample of" which is printed on the outside
 of the bag.
- (b) Sample bag shall be taped lightly on desk or table to settle contents and the top of the bag shall then be folded (confectioners style fold) close to the contents so that all air possible is excluded from the bag.
- (c) Sample should be sealed with sealing tape across which the sampler shall stamp the USDA Lot Number, which has been assigned to the lot sampled, and across which he should affix his signature in ink or indelible pencil so that his signature is partly on the sealing tape and partly on the sample bag.
- (d) The name of the product, the date sampled, USDA Lot number, the sample serial number, FSCC contract number, and samplers name shall be placed on the sample bag.
- (e) Samples shall be kept under lock and key and shall not be accessible to any person other than the sampler or his supervisors.
- (f) Sealed samples shall be packaged by the sampler personally or under his personal supervision. Shipping containers containing samples should be delivered to the express company or their representatives by the sampler. Shipment must be made prepaid, the charges being paid by the contractor. Shipping container shall be addressed to:

Dr. C. J. Kahlenberg Food Distribution Administration Room 1615 - Mallers Building 5 South Wabash Avenue Chicago 8, Illinois

(g) When resampling is necessary resamples are to be taken from the same packages from which original samples were drawn, and are to be drawn and prepared for shipment in the same manner as described for original samples.

- (h) When samples are to be drawn from each individual package, special instructions will be provided by the Regional Supervisor, State Supervisor, or by the laboratory.
- (i) When specifically instructed to submit microbiological samples:
 - 1. Submit one composite sample from each carlot of dried egg powder manufactured.
 - 2. Particular care must be exercised to avoid contamination of these samples as they are to be used for determining bacteria counts in the product.
 - A. If samples are shipped in glass jars or metal cans, the jars or cans must be wished and sterilized in the same manner as for sterilizing egg breaking utensils, and thoroughly dried before use. If samples are packed in fibreboard (Sealrite type) containers, only new containers should be used. Under no circumstances shall covers be removed from containers until immediately prior to placing dried egg powder into them.
 - B. Sampling tube shall be clean and sterile before sample is drawn. Sampling tube shall be run in and out of the dried eggs several times before sample is taken.
 - C. A clean sterile spoon handle, or other instrument shall be used to remove the dried eggs from the sampling tube, and to pack the powder in the sample package. Such instrument shall be sterilized for each new sampling.
 - D. Dried egg powder shall not come into contact with hands, clothing, or other articles which might be a source of contamination.
 - E: Samples shall be sealed in the same manner as set forth for preparing samples for the laboratory for chemical analysis.
 - F. Following information shall be placed on each sample drawn for microbiological examination:
 - 1. The name and address of the firm
 - 2. The plant code number
 - 3. Date sampled
 - 4. F.S.C.C. contract number
 - 5. U.S.D.A. lot number
 - 6. Warehouse or manufacturer's lot number

- 3. Forward samples as follows:
 - A. Ship samples on same day as sampling is completed for each car.
 - B. Place sample container in carton, or protect with packing material so container will not be damaged crushed or broken.

Ship by express or parcel post, PREPAID, to following:

1. If by express, to:

Dr. V. H. McFarlane
Microbiological Research Section
Eastern Regional Research Laboratory
Mermaid and Ardmore Avenues
Wyndmoor
Philadelphia, Pennsylvania

2. If by parcel post, to:

. Dr. V. H. McFarlane
Eastern Regional Research Laboratory
Chestnut Hill Station
Philadelphia 18, Pennsylvania

- 2. Test Weighing Procedure
 - A. Checking tare weights.
 - (a) Resident Dried Egg Supervisor shall tare weigh each empty barrel or 100-pound box before it is filled. Barrels or boxes shall be complete with heads or tops. When the package is filled the same barrel head or box top should be used to close the package. A complete set of barrel or box liners shall be included with each package tare weighed. Tare weights shall be marked on each package by resident sampler.

Tare weights shall be determined in 1/8 pounds or 1/4 pounds in accordance with graduations of scale used.

If tare weight is an even 1/8 or 1/4 pound, tare weight shall be listed according to scale reading. If tare weight is between scale graduations, tare shall be listed at the next higher graduation.

(b) Tare weights on 56-pound containers shall be obtained by weighing 20 sets of 56-pound containers, each set shall include:

1-56# container 4-14# containers and liners Metal strapping required to complete package

If tare weights are determined daily, only 10 sets need be weighed each day.

Total weight shall be averaged and tare weight set as follows:

If tare weight averages to an even ounce, the tare would be set at the average thus determined.

If the weight averages to a fraction of an ounce, the tare would be set at the next higher ounce.

B. Checking Gross Weights

- (a) All packages from which samples are to be drawn are to be checked for gross weight prior to the time samples are taken. Not less than 5% of the number of packages in the lot are to be weighed to determine gross weight.
 - (b) Gross weights shall be determined in 1/8 pounds or 1/4 pounds in accordance with the graduations of scale used. If gross weight is not an even 1/8 or 1/4 pound, gross weight shall be listed at the next <u>lower</u> graduation.
 - (c) When 56-pound containers are weighed on scales graduated in ounces, gross weights may be listed in ounces. Each 56-pound container test weighed shall be weighed individually to determine gross weight.
- C. Determining Net Weights and Contract Weights.
 - (1) The net weight of each package shall be determined by subtracting the tare weight from the gross weight. Gross, Tare and net weight shall be listed on the Sampling and Test Weight Report (Form FDA-200) for each package weighed.
 - (2) Average net weight shall be determined by totaling the net weight of each package in the lot and dividing the sum by the number of packages weighed. Average net weights are to be computed to the second decimal point; for example, 175.37 pounds.
 - (3) The contract weight is to be determined by either of the foll wing methods:
 - (a) When the average net weight is equal to or greater than the marked net weight, the contract weight shall be computed by multiplying the marked weight by the number of packages in the lot.
 - (b) When the average net weight is less than the marked weight, the contract weight shall be computed by multiplying the average net weight by the number of packages in the lot. Contract weights are to be computed to the second decimal point; for example, 3997.73.

3. Identification of Product.

A. Resident dried egg supervisors shall examine the packages to see that all markings required by the appropriate purchase announcement have been placed on the packages.

If the product has been sold to FSCC, the contract number assigned by FSCC must be on each package. If the product has

not been sold to FSCC but is to be offered for sale, samples may be taken providing all other markings required by the purchase announcement shall have been placed on the packages prior to sampling (whether sold to FSCC or commercial concern.)

- C. At the time of sampling a U.S.D.A. lot number shall be assigned to the lot to be sampled and all packages in the lot sampled shall be legibly marked with such U.S.D.A. lot number. The packages from which the samples were drawn shall be stamped twice with the U.S.D.A. lot number to identify them as sampled packages.
 - D. The U.S.D.A. lot assigned shall consist of approximately 8,000 pounds of powder, produced consecutively.
 - E. Identification of laboratory samples by serial number.
 - (a) Each sample prepared for the laboratory shall be identified by a serial number assigned at the time the sample is drawn. Serial numbers listed on each sampling and test weight report shall begin with No. 1 and shall run consecutively to include all samples listed on a single report.
- 4. Preparation for Sampling and Test Weight Report of Dried Eggs (Form FDA-200).
 - A. Sampling reports shall be prepared legibly, preferably by typewriter. rIf a typewriter is not available, sampling reports shall be PRINTED, not prepared in longhand.
 - B. All pertinent information at top of page must be given.
 - (1) If contract number is not known, insert words "To be sold" in space provided for contract number.
 - (2)
 If samples are drawn over a period of several days, show date on which sampling was started and also date of completion.
 - (3) Sign original and all copies of sampling report in ink.
 - (4) If more than one page is necessary assign a page number and place same in upper right hand corner above contract number as follows. "Page 1."
 - C. Be sure all information as to lot number, number of packages, weights, etc., is correct. Check finished sampling report with working memorandum to eliminate errors.
 - D. Show totals for number of packages listed on sampling report, number of samples drawn and submitted and contract weight.
 - E. Double check all addition and multiplication to avoid errors.
 - F. Model copy of sampling report is attached for guidance.
 - G. Stamp USDA lot number used to identify lots listed, on all copies of sampling report.

- H. Include a statement of any unusual conditions found in the plant during the time the product sampled was made or of any deviations or departures from the requirements for operating procedures and sanitation or from the purchase announcement.
- I. State the purchase announcement number under which the product has been sold or is to be offered.
- J. Distribute conies of sampling report as follows:

- (a) Original to be enclosed in package with samples to laboratory.
- (b) Mail first carbon copy to immediate Supervisor.
- (c) Mail second carbon copy to laboratory where covering grading and weight certificate will be typed.
- (d) Hand third carbon copy to contractor.
- (e) Place fourth carbon copy with working memorandum and place in own file. (Working memorandum should show the package number of each package from which part of the sample was drawn).
- X. Identification of Product of Egg Breaking plants. VERY IMPORTANT
 - 1. Frozen eggs. (Includes packaging of liquid eggs when packaging is not in plant wherein eggs were broken.)
 - A. Resident Egg Breaking Supervisors shall mark or supervise the marking of each package of liquid eggs packed under the supervision of the United States Department of Agriculture with a USDA lot number. The USDA lot number shall only be applied to containers of liquid eggs processed while the egg breaking supervisor is on duty. (See Page 2, Item 17, Sub 1).
 - B. Seven numbers shall be used in the lot number space. The first three digits (left) shall be the plant number and the last four (right of stamp) shall be the number of the "Report of eggs processed for freezing or drying".
 - C. Lots may be composed of any number of consecutively packaged containers convenient for the contractor, but shall not be larger than one carlot (36,000 pounds).
 - D. U.S.D.A. lot numbers shall be placed uniformly on cans or cylindrical containers to the right of the seam, and just below the top, but low enough that the cover does not hide any part of the number.
 - If square containers are used, USDA lot number shall be placed in the upper right hand corner, except that if containers are sealed with a label, the U.S.D.A. lot number may be placed on the label. (Note: Metal cans must be marked with suitable stampling ink before filling. "Opaque Stamp Pad Ink" or similar pad ink should be used.
 - E. When used cans or containers are used, all previous identification marks and USDA lot numbers shall be removed before the container is filled.

- Liquid eggs when shipped to dryer in liquid form or to a packaging plant.
 - A. When liquid egg is shipped in liquid form to a dryer or packaging plant, the containers (cans or tank trucks) shall be sealed wherever possible. When sealing is not practical, three copies of the "Report of eggs processed for freezing or drying" (Form FDA 497) shall accompany the shipment. The number of containers in shipment shall be shown on the report. Time of departure of shipment shall be shown on reports.
 - (a) Retain original in own files.

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- (b) Return one copy to Egg Breaking Supervisor, who originally issued report.
- (c) One copy to immediate Supervisor.
- 3. Checking net weight when products packaged and sampling for solids.
 - A. Breaking room supervisor shall check net weights of individual container at regular intervals. In addition, he shall weigh not less than 3 percent or 25 containers (whichever is the greater) each day. These containers should not be weighed individually but should be weighed in as large a quantity as practical. The average tare weight shall be determined daily by weighing 25 empty containers. This check weighing shall be done on a scale other than that used for weighing of individual containers.
 - B. When condition and solids determination is desired, follow instructions as outlined in Memorandum to Frozen Egg Inspectors.
 - When solids determination only is requested, Egg Breaking Supervisors may draw samples from each churning or lot before freezing. Sample from each churning under any one lot to be placed in one sample container. Total sample per lot shall not exceed one quart. Such samples shall be taken in clean, sterile containers properly sealed, and promptly frozen. Samples shall be shipped packed with dry ice and timed not to arrive at laboratory on Saturdays or the day before holidays.
- X1. Preparation of daily "Report of eggs processed for freezing or drying", (Form FDA 497)
 - 1. Procedures in plants where eggs are broken and frozen on same premises:
 - A. Resident Egg Breaking Supervisor shall issue a "Report of eggs processed for freezing (Form FDA 497) covering all of the product meeting FDA standards or contract provisions, which is broken, packed, and identified under his supervision. His report shall be issued to cover each shipment or carload or lot.
 - B. All information required on the "Report of eggs processed for Drying or Frezing" shall be given.

- C. An original and four copies of the "Report Eggs Processed for Drying or Freezing" shall be prepared preferably on typewriter, or printed, not longhand, and all copies shall be signed in ink. Distribute copies as follows:
 - (a) Original to contractor (original and 1 copy)
 - (b) Two copies to immediate Supervisor, one of which is to be forwarded to the Regional Supervisor, who shall forward same to the Washington office.
 - (c) One copy to be retained by Egg Breaking Supervisor.
- 2. Procedures in plants where liquid eggs are processed for drying or packaging in plants other than where broken:
 - A. Resident Egg Breaking Supervisor at the plant where liquid eggs are processed shall issue a "Report Eggs Processed for Drying or Freezing" for each shipment of liquid eggs or for each day's production. Three copies of report shall be prepared and distributed as follows:
 - (a) Original and two copies to accompany shipment in sealed envelope addressed to the Resident Dried Egg Supervisor or Resident Egg Breaking Supervisor at the plant where delivery is made.
 - B. Reports to be prepared by Resident Dried Egg Supervisors or Resident Egg Breaking Supervisor at plants where liquid is delivered for drying or packaging.
 - (a) Resident Dried Egg Supervisor at plant where liquid egg is delivered for drying shall verify seals or time of delivery, note same on reports which accompany shipment, sign and return one copy to Breaking Room Supervisor who issued it. The original shall be attached to the copy of his dried egg sampling and test weight report which is retained in his files.
 - (b) Resident Egg Breaking Supervisor at plant where liquid egg is delivered for packaging and freezing, shall verify seals or time of delivery, note same on reports which accompany shipment, sign and return one copy to the supervisor who issued it and original to applicant after completing report by indicating number of containers packaged. One copy is to be retained by packaging supervisor

Any questions pertaining to the foregoing instructions or Sanitary Requirements Standards shall be referred to immediate Regional Supervisors,

XII. Preparation of Semi-monthly Report (DPB-55)

All Resident Dried Egg Supervisors and breaking room supervisors shall prepare the semi-monthly report in duplicate promptly on the 16th. and at end of the month. Both copies are to be sent to your immediate Supervisor who, after initialing, shall transmit both copies to the regional supervisor, who shall initial both copies and forward them to the Washington office. Each report must explain all unsatisfactory items and state what action has been taken. The term supervisor, as used in the Semi-monthly Report, refers to resident supervisor.

XIII. All Resident-Supervisors should wear white uniforms when on duty.

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